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TO: Ch/G/RR

22 October 1957

FROM: Ch/D/GL/RR

SUBJECT: Management Survey

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1. During August and September the Map Library was reviewed by [REDACTED] of the Management Staff.

The pattern of the review included numerous talks with various persons in the Map Library, and many conversations with the Chief, Map Library. The review was completed and final recommendations made [REDACTED]

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[REDACTED] in two meetings held 25 and 27 September 1957.

2. The general conclusions reached, as stated by [REDACTED] were 25X1A9a that the Map Library was in good operating condition, and that the points which they raised should be considered as in the category of "nickel and dime" items. There follow the points raised, and the disposition made or to be made of each one:

a. The management team spent considerable time in the Information Control office. Many questions were raised with respect to logging, forms, and records. Disposition: It was decided that the Chief, Map Library, would review the activity, in the light of the proposed transfer of the Information Control responsibilities, and then consult with the management team covering eventual integration of remaining personnel into the organizational structure of the Map Library.

b. The team recommended that the filing system on the Charge Desk be revised to eliminate some of the files. Cards on items loaned are filed by title, name of borrower, and suspense date. Additional files are maintained for D/GG personnel, dead files, etc. It is these files which are recommended for some kind of incorporation in the three basic files. The team reviewed the charge process at the Army Map Service and found it generally similar to that used in the Map Library, ORR. Disposition: Chief, Map Library, to review files maintained, with view to eliminating ones found in excess of requirements.

c. The team recommended that a charge-out form be adopted which could be used for every map charged out and accompany the map from the requesting point in Reference through the Collection, to the Charge Desk and Registry function. Disposition: Since the net result of this proposal would be to transfer GS-5 typing work from the Charge Desk to GS-9 and GS-11 personnel on Reference desks it was deemed unwise to adopt the recommendation.

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d. The team believes that Reference personnel should not handle receipt and filing of CIA-produced maps in the Reference Branch, but rather that this work should be done by Processing personnel. Disposition: This subject will be investigated within the Map Library.

e. The team asked why Reference personnel handle automatic distribution of CIA and other maps. They believed that this should be handled by the mail room. Disposition: The subject will be investigated. It is believed that some of this distribution may be transferred, whereas that involving careful selection (misnamed automatic distribution) should be retained.

f. The team suggested that mechanical means of reproducing Want Lists and Acquisitions Lists be investigated. Disposition: The investigations will be made.

g. A recommendation was made that the Procurement Desks no longer hold maps in drawers for viewing by D/GG personnel, since this holds up the flow of maps in the Map Library for a long period of time. Disposition: This suggestion has been adopted, and desk officers will advise D/GG personnel about newly received maps of particular interest. Routine items will appear on Acquisitions Lists.

h. A question was raised about two separate work logs maintained in the Processing Branch. Disposition: The logs will be reviewed and a determination made with respect to continuation, or combination.

i. With respect to the general subject of mechanization, the team decided that this was not feasible in the Map Library.

3. In each case, Map Library personnel directly concerned with the problem participated in the closing discussions on 25 and 27 September.

4. It is believed that the attention paid to organization, functions, and general objectives during the past several years was reflected in the results of the review. Most of the points made are considered to be relatively minor, and, in general, the Map Library is moving directly along the lines prescribed for its operation.

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